

Notice of Appeal

- STEP 1.** Click on **Bankruptcy** on the ECF Main Menu Bar.
- STEP 2.** Click on **Appeal**.
- STEP 3.** The **Case Number** screen displays.
- ☐ Insert the case number using the YY-NNNNN format.
 - ☐ Click **Next**.
- STEP 4.** Confirm the debtor(s) name and case number are correct.
- ☐ Select **Notice of Appeal** from the event list.
 - ☐ Click **Next**.
- STEP 5.** The **Party Selection** screen displays.
- ☐ Select the party filer.
 - ☐ Click **Next**.
- STEP 6.** The attach the PDF document screen displays.
- ☐ Click **Browse** to select the appropriate PDF to attach.
 - ☐ Click **Next**.
- STEP 7.** Select the appropriate event(s) to which your event relates screen displays.
- ☐ Click in the box next to the order/judgment appealing.
 - ☐ At the **Copy to:** box, enter the names of the individuals the Notice of Appeal was mailed to.
 - ☐ At the **Enter Date Mailed:** box, enter the date the Notice of Appeal was mailed.
 - ☐ Click **Next**.

STEP 8. At the **Fee:** box, defaults to the current fee due.

☐ Click **Next**.

STEP 9. Confirm the debtor(s) name and case number are correct.

☐ Click **Next**.

STEP 10. The **Docket Text: Final Text** screen displays.

☐ Confirm the docket text is correct.

☐ Click **Next**.